

**Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting**

Wednesday, January 11, 2012, - 10:00 AM – 12:00 PM

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety
- Pete Weaver, Director, Maricopa County Department of Emergency Management - *via telephone*

SIEC Members Absent

- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department

Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office - *via telephone*
- Justin Turner, Deputy Statewide Interoperability Coordinator
- Suesan Nordman, Project Manager
- Michael Britt, Project Manager

14 interested parties and members of the public were also present either in person or on the web conference.

Call to Order

The meeting was called to order at 10:02 AM by Mark Venuti, Co-Chair. Roll call was taken as noted above, and a quorum was declared present.

Approval of Meeting Minutes: October 18, 2011 SIEC Public Meeting

Action Item

Motion: Mark Venuti made a motion to approve the October minutes.

Second: Scott Tillman

Revisions to the Arizona Interoperable Channels Plan

Action Item

Presenter: Michael Britt, Project Manager, PSIC Office, ASET

Mr. Michael Britt presented the revised Arizona Interoperable Channels Plan to the Committee. Mr. Britt discussed the two requested revisions that were reviewed by the Interoperable Channels Plan Working Group and the workgroups recommendations. Mr. Britt explained the reasons behind the revisions and the options discussed. The two suggested revisions are:

- Change 8TAC95 and 8TAC95D to 8AZTAC5 and 8AZTAC5D respectively.
- Change VTAC33-34 to VTAC36-37

Motion: Mark Venuti made a motion to approve the Revised Arizona Interoperable Channels Plan.

Second: Scott Tillman

The motion was unanimously carried.

Review of SIEC Minimum Equipment Standards

Information & Discussion Item

Presenter: Michael Britt, Project Manager, PSIC Office, ASET

Mr. Michael Britt reviewed the existing Minimum Equipment Standards for both VHF and UHF mobile and portable radio equipment that were established by the SIEC in January 2007. The standards cover five criteria:

- Minimum Channel
- Channel Display
- Frequency Range
- Narrowband Capable
- Project 25 Capable

Mr. Britt facilitated a discussion with the SIEC to gather input on possible updates and revisions to the standards. Potential changes include expanding the standards to include all federal grants; creating minimum equipment standards for 700/800 MHz equipment; and combining all bands (VHF, UHF and 700/800 MHz) under the same policy. The PSIC Office will continue to gather stakeholder feedback and make recommendations to the SIEC at a future meeting.

NIMS-CU Workgroup Update on AZ Regional All-Hazards COML Applications

Information and Discussion Item

Presenter: Suesan Nordman, Project Manager, PSIC Office, ASET

Ms. Nordman presented updates to the Committee on the recent activities of the NIMS-CU Workgroup. The workgroup met on Wednesday, December 21, 2011 for an Arizona Regional All-Hazards Communications Unit Leader (COML) Application Review Meeting. Five applicants were granted recognition by the Workgroup as Arizona Regional All-Hazards COMLs:

- Jesse Cooper, City of Phoenix Police Department
- Jennifer Hagen, City of Phoenix Police Department
- Morgan Hoaglin, Arizona Division of Emergency Management
- Richard Langevin, Maricopa County Department of Emergency Management
- Mike Worrell, City of Phoenix Fire Department

A letter confirming recognition as an Arizona Regional All-Hazards COML was sent to each applicant and copied to their Agency Certifying Official. The individuals were also added to the Arizona Regional All-Hazards COML Resource List, which is posted on the PSIC Website at: <http://www.azpsic.gov/library/coml/>.

Finally, Ms. Nordman discussed additional resources and information about All-Hazards COML training and recognition in AZ that have been created with the workgroup and posted on the COML web page.

Communications Unit Training Program Update

Information and Discussion Item

Presenter: Suesan Nordman, Project Manager, PSIC Office, ASET

Ms. Nordman presented updates to the SIEC on the Communications Unit Training Program, which included a brief overview of Communications Unit trainings in 2011, and planned trainings for 2012, including trainings for COML, COMT, and a COML Field Day.

The PSIC Office collaborated with ADEM to offer 3 COML courses in winter 2011 with 43 students successfully completing the courses:

- Phoenix: October 17 - 20, 2011 (Maricopa County sponsored, utilizing ADEM training funds)
- Kingman: November 28 - December 1, 2011 (PSIC sponsored, utilizing IECGP funds)
- Tucson: December 5 - 8, 2011 (PSIC sponsored, utilizing IECGP funds)

In an effort to develop a group of Arizona Instructors, the COML courses were offered with the condition that the lead Instructor would allow participation by at least one local Instructor in training. Six candidates from AZ completed the requirements and submitted their All-Hazards COML Instructor Taskbooks to OEC for consideration. The following individuals were added to the OEC Approved Instructor List:

- Jesse Cooper
- Jeremy Knoll
- Tad Coyner
- Michael Todd
- Robert Hollister
- Michael Worrell

Arizona received a 2011 ICTAP Technical Assistance award for a COMT training course which was held in Tucson October 24 - 28, 2011. Fourteen students successfully completed the course.

For 2012, the PSIC Office will be offering additional All-Hazards COML courses utilizing remaining IECGP 2010 funds. In addition, a COMT Course will be held in Maricopa County in the March/April timeframe utilizing SHSGP 2011 funding. A COML Field Day will also be held in the spring in Maricopa County to provide additional training (utilizing IECGP 2010 funding).

Narrowbanding: One Year to Go

Information and Discussion Item

Presenter: Justin Turner, Deputy SWIC, PSIC Office, ASET

Mr. Justin Turner briefed the Committee on the status of Narrowbanding in Arizona. Mr. Turner provided a brief overview on Narrowbanding, including the process for requesting a waiver from the FCC and the potential consequences for failure to narrowband by January 1, 2013. Mr. Turner then reviewed Narrowband Licensing progress nation-wide and in Arizona. Mr. Turner also reviewed the results from a survey of stakeholders and Arizona FCC Public Safety license holders conducted by the PSIC Office January 3 – 10, 2012.

Following the results of the survey, Mr. Turner discussed a variety of options and considerations jurisdictions need to understand when preparing to meet the mandate. In addition, Mr. Turner provided a number of resources to assist jurisdictions with their efforts.

PSIC Office – Multiple Project Updates & Plan for Next SIEC Meeting

Presenter: Justin Turner, Deputy Statewide Interoperability Coordinator, PSIC Office

Information Item

Mr. Justin Turner reviewed the status of several projects at the PSIC Office as listed on the *PSIC Office Multiple Project Updates* handout. In particular, Mr. Turner addressed the status of our 2011 and 2012 Technical Assistance awards, the status of the RICO project, and recent updates to the AIRS system. Mr. Turner also provided a brief summary of the NECP Goal Two assessments and the current status of AAR reports. Finally, Mr. Turner highlighted several upcoming events, including the AZDOHS Grant Information Seminars, FEMA ICS trainings, the Coconino County TICP Development workshop, and the next PSCC meeting.

Call to the Public

No comments from the public were received

Meeting Adjournment

Motion: Mark Venuti motioned to adjourn the meeting.

Second: Scott Tillman

The motion was unanimously carried.

Meeting Adjourned at 11:30 AM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Arizona Strategic Enterprise Technology. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.